



Property Dedicated to Public Use Permit Checklist

Project/Subdivision Name

Street(s)

This checklist has been designed to assist in the submittal process for the above mentioned permits. All items that are applicable to the permit package being submitted for processing should be checked (X). Items that do not apply should be denoted (N/A). Items that do not apply but are not checked must be explained. Attach a separate sheet of paper, if necessary. All packages **MUST** contain a copy of this checklist, completed and signed, for each permit requested, along with all the required documents as follows:

Grading Permit *(please check all that applies)*

- ☐ Transmittal form, stating limits of requested permit.
- ☐ Two (2) prints of approved grade establishment for each street within the limits requested.
- ☐ Two (2) prints of approved preliminary subdivision plan.
- ☐ Two (2) prints of each record plat, with recording data and a copy of Public Improvement Agreement.
- ☐ One (1) copy of standard letter of entry for inspection, signed by the owner of the property, where plats have not been recorded.
- ☐ Sediment Control Number _____ and Approval Date _____.
- ☐ One (1) print of drainage study.
- ☐ One (1) copy of Engineer's estimate of grading quantities.
- ☐ Two (2) copies of slope easement document for each slope easement that is not shown on a recorded plat.
- ☐ Two (2) copies of Soils Report prepared by Developer's geotechnical soil engineer.
- ☐ Two (2) prints of approved plans for work on existing roadways required by the Public Improvement Agreement, including utility relocations.
- ☐ Two (2) copies of approved Traffic Control Plan, (TCP).

Grading and Storm Drainage Permit *(please check all that applies)*

All items listed for Grading Permit, plus the following:

- ☐ Two (2) prints of approved storm drainage plans.
- ☐ One (1) copy of Engineer's estimate of storm drainage quantities.
- ☐ Two (2) copies of recorded easement document for each storm drain easement that is not shown on a recorded plat.
- ☐ Two (2) prints of each record plat. Letter of entry is not applicable to permits that include storm drainage.

Storm Drainage Permit *(please check all that applies)*

- ☐ Transmittal form, stating limits of requested permit.
- ☐ Two (2) prints of approved storm drainage plans.
- ☐ Two (2) prints of approved grade establishment for each street within the limits requested.
- ☐ Two (2) prints of approved preliminary subdivision plan.

- ☐ Two (2) prints of each record plat, with recording data.
- ☐ One (1) print of drainage study.
- ☐ One (1) copy of Engineer's estimate of storm drainage quantities.
- ☐ Two (2) copies of recorded easement document for each storm drainage easement that is not shown on a recorded plat.
- ☐ Two (2) copies of project phasing plan, if any.
- ☐ Two (2) copies of approved Traffic Control Plan, (TCP).

Paving Permit *(please check all that applies)*

- ☐ Transmittal form, stating limits of requested permit.
- ☐ Two (2) prints of approved paving plans.
- ☐ Two (2) prints of approved grade establishment for each street within the limits required.
- ☐ Two (2) prints of approved preliminary subdivision plan.
- ☐ Two (2) prints of each record plat, with recording data.
- ☐ One (1) copy of Engineer's estimate of paving quantities.
- ☐ Two (2) copies of project phasing plan, if any.
- ☐ Two (2) prints of approved plans for work on existing roadways required by the PIA, including utility relocations.

Paving and Storm Drainage Permit *(please check all that applies)*

All items listed for Paving Permit, plus the following:

- ☐ Two (2) prints of approved storm drainage plan.
- ☐ One (1) print of drainage study.
- ☐ One (1) copy of Engineer's estimate of storm drainage quantities.
- ☐ Two (2) copies of recorded easement document for each storm drain easement that is not shown on a record plat.
- ☐ Two (2) copies of approved Traffic Control Plan, (TCP).

NOTE: Incomplete packages will be returned.

DPS processing times will start when all approved plans have been received. However, conditions are as follows:

- a) If Soils Report is not submitted with grading permit package, application will be prepared and upon posting of bond and permit fee, permission will be given to clear and grub, but grading permit will not be issued until the Soils Report is received and approved.
- b) If Utility Certification is not submitted with paving permit package, application will be prepared but paving permit will not be issued until certification is received.

Reference Files

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| <input type="checkbox"/> Approved Profile File No. _____ | <input type="checkbox"/> Preliminary Plan File No. 1-_____ |
| <input type="checkbox"/> Record Plat File No. 2-_____ | <input type="checkbox"/> DPS Project/Planning No. _____ |

Company's Name

Date

Signature of Authorized Person

Type or Print Name